

SVHC

Staff Job Description: Registered Nurse Designee

WCS

Introduction: This job description is intended to be used in conjunction with an employee's annual performance evaluation documents to establish and verify functional competency on an on-going basis while employed with SVHC.

Department: Nursing Services	Reports to: Director of Women's and Children's Services
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Job Description revision date:	Affiliate: <input type="checkbox"/> SVHC <input checked="" type="checkbox"/> SVMC <input type="checkbox"/> VNA&H <input type="checkbox"/> CLR <input type="checkbox"/> MPD <input type="checkbox"/> Facilities <input type="checkbox"/> Other:
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MISSION STATEMENT

To care for and comfort our patients, residents, and their loved ones and to improve the health status of the communities we serve.

BASIC PURPOSE OF THE JOB

This position is responsible for day-to-day oversight and coordination of the provision of nursing care and management of patient flow through Women's and Children's Services Department.

CONTACTS

Customers <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Patients and Families <input checked="" type="checkbox"/> Providers/Physicians <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Vendors	<input checked="" type="checkbox"/> Regulatory agencies <input checked="" type="checkbox"/> Community agencies and advocates <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Others:
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Population Specific/Age Specific Competencies Required	<input checked="" type="checkbox"/> Yes (Attach applicable competencies) <input type="checkbox"/> No
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OVERTIME STATUS

Exempt (salaried – not eligible for overtime)
 Nonexempt (hourly – eligible for overtime)

PHYSICAL REQUIREMENTS

The appropriate physical requirements of this job are determined in Occupational Health. *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

<http://isintra/employeehealth/jobclass/2F.doc>

On this date I have read and understood the Employee Health job classification for this job.
 as written as written with revisions.

Employee Signature: _____ Date: _____

Employee Name (Printed); _____

JOB QUALIFICATIONS

Minimum Education	Graduation from an accredited school of nursing required. Bachelors of Science of Nursing preferred
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Minimum Work Experience	Prior nursing experience preferred.
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Required Licenses/Certifications	Ability to obtain a valid Vermont State Registered Nurse License by date of employment required. Current Health Care Provider BLS verification required. Successful completion Fetal Monitoring program required. Successful completion of neonatal resuscitation program required.
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JOB REQUIREMENTS

Required Skills, Knowledge, and Abilities	<p>In addition to the job specific requirements listed in this section, employee is accountable for and expected to integrate all QUESTS Core Values and Staff General Competencies into the execution of the essential functions of their job. Note: The statements herein are intended to describe the general requirements for work being performed by employees in this job. They are not intended to be construed as an exhaustive list of all requirements, responsibilities, duties and/or skills required of all personnel so employed.</p> <p>Ability to maintain a valid Vermont Registered Nurse License.</p> <p>Knowledge of Organizational/Departmental Emergency Preparedness Plan required.</p> <p>Ability to participate in departmental Quality Improvement activities required.</p> <p>Ability to effectively operate a variety of Microsoft Office and Meditech HCIS required.</p> <p>Ability to effectively use the SVHC intranet to access and implement the policies and procedures required.</p> <p>Knowledge of the Vermont Nurse Practice Act required.</p> <p>Ability to maintain current Health Care Provider BLS verification required.</p> <p>Ability to maintain valid Vermont registered Nurse license required.</p> <p>Ability to effectively operate a variety of Microsoft Office, Outlook, and Meditech HIS software programs required.</p> <p>Ability to participate in departmental Quality Improvement activities required.</p> <p>Ability to utilize the nursing process in providing patient care required.</p> <p>Ability to accurately document patient information and nursing process required.</p> <p>Ability to organize multiple long and short-term projects required.</p> <p>Ability to successfully complete Fetal Monitoring program required.</p> <p>Ability to successfully neonatal resuscitation program required.</p> <p>Ability to work in a fast paced multi-tasking women's and children's department environment required.</p> <p>Ability to work with constant interruptions and to prioritize emergency situations required.</p> <p>Must be able to professionally and courteously manage intense conflicts as they arise.</p> <p>Knowledge of HIPAA and EMTALA regulations required.</p> <p>Ability to consistently display professional, ethical, standards of care consistent with SVMC Nursing Magnet designation required.</p> <p>Knowledge of, and ability to apply the principles of Evidenced based nursing care required.</p>
Required Notice upon Resignation	<input type="checkbox"/> 14 days <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> 120 days <input type="checkbox"/> per contract

SECTION ONE: CORE COMPETENCIES—QUESTS VALUES

Following are the core competencies that reflect the values of our organization.

QUALITY: Continuously achieving the best possible outcomes and satisfying customers in the most cost-effective manner.

EMPATHY: Treating others in a compassionate and sensitive manner.

SAFETY: Preventing harm to patients and residents from the care that is intended to help them and to staff from a working environment that is intended to support them.

TEAMWORK: Helping others to achieve success.

STEWARDSHIP: Conserving resources and making decisions that achieve the highest value at the lowest cost.

SECTION TWO: GENERAL STAFF COMPETENCIES

The following list of indicators captures a sense of an employee's responsibility and accountability to the organization as a whole.

COMMUNICATION: Conveys relevant information to others (verbal and written). Expresses self in a knowledgeable, coherent, confident and appropriate manner.

RESPECT: Values others as individuals, encourages diversity in the workplace and in ideas. Recognizes that work is one part of a full and rewarding life.

CUSTOMER (PATIENT/RESIDENT/CONSUMER) FOCUS: Places customer (patient/resident/consumer) needs first when making decisions and directing the actions of others. Evaluates customer (patient/resident/consumer) satisfaction on a regular basis.

CORPORATE CITIZENSHIP: Acts in a manner that demonstrates organizational responsibility and accountability. Attends all mandatory training, education and meetings and adheres to organizational policies.

SECTION THREE: ESSENTIAL FUNCTIONS

Essential Functions are the essential functions of the job and encompass those tasks, duties, and responsibilities that are critical and fundamental to the job. For any employee with population specific/age specific competency requirements a copy of the requirements must be attached to this document.

1. Reviews next day's surgical schedule and assigns nursing staff accordingly to ensure proper staffing levels for WCS surgical suite. Takes appropriate action to replace staff as needed to ensure same, including, but not limited to calling in staff, per diems, etc.
2. Reviews department schedule; evaluates (competency needs) adequate staffing levels and assigns nursing staff accordingly to ensure appropriate staffing levels for all shifts. Takes appropriate action to replace staff as needed to ensure same, including, but not limited to calling in staff, per diems, etc.
3. Proactively assesses and determines need for adequate levels at any given time and plans for immanent needs for following shifts, and takes appropriate action to maximize facility and personnel utilization including, but not limited to, reallocating nursing staff, etc.
4. Actively coordinates a wide variety of daily Women's and Children's functions including, but not limited to coordination of patient transfers, discharges, admissions, communication of on-going needs, etc.
5. Oversees emergency department patient flow to ensure timely turn around time and room and staff availability.
6. Serves as nursing team leader and provides clinical expertise and guidance for assigned staff. Oversees appropriate delegation of duties and prioritization of patient care efforts as needed to ensure safe and effective patient care. Notifies appropriate person for situations beyond scope of authority in a timely manner.
7. Serves as WCS Registered Nurse and provides direct patient care as needed throughout the day.
8. Performs other duties as required.

JOB DESCRIPTION REVISIONS

On this date I have read and understood the position description and job-specific functions of my position:

Employee Signature:

Date:

Employee Name (Printed):